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FM COMNAVSAFECEN NORFOLK VA

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MSGID/GENADMIN/COMNAVSAFECEN/00/NOV//

SUBJ/NAVY SAFETY SELF-ASSESSMENT REPORTING PROCEDURES /FOR THE CY2014 ASSESSMENT PERIOD// REF/A/MSGID:GENADMIN/NAVADMIN/121425ZFEB2010//

REF/B/DESC:DOC/SECNAV/22JAN2009//

REF/C/DESC:DOC/SECNAV/07JUL2009//

REF/D/DESC:DOC/CNO/-//

REF/E/DESC:DOC/CNO/-//

REF/F/DESC:DOC/CNO/-//

REF/G/DESC:DOC/CNO/-//

REF/H/MSGID:GENADMIN/NAVADMIN/121344ZJUL2012//

NARR/REF A IS NAVADMIN 048/10, THE NAVY IMPLEMENTATION AND OVERSIGHT PLAN FOR THE DEPARTMENT OF THE NAVY SAFETY VISION AND SECRETARY OF DEFENSE MISHAP REDUCTION GOALS RELEASED IN FEB 2010. REF B IS THE DON SAFETY VISION RELEASED BY SECNAV, CNO AND CMC ON 22 JAN 09. REF C IS SECNAV MEMORANDUM ON DON SAFETY OF 7 JUL 09. REF D IS OPNAVINST 5100.23G, NAVY SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM MANUAL. REF E IS OPNAVINST 5100.19E, NAVY SOH PROGRAM MANUAL FOR FORCES AFLOAT. REF F IS OPNAVINST 5102.1D, NAVY AND MARINE CORPS MISHAP AND SAFETY INVESTIGATION REPORTING AND RECORD KEEPING MANUAL. REF G IS OPNAVINST 3750.6S, NAVAL AVIATION SAFETY PROGRAM MANUAL. REF H IS NAVADMIN 213/12, THE BASELINE MEDICAL SURVEILLANCE TRACKING AND REPORTING DIRECTIVE.// POC/GEIGER, STEVEN/CIV/UNIT:TOP 5 ROLL UP/NAME:NORFOLK

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POC/SCHNAUFER, NICHOLAS/LCDR/UNIT:MED SURVEILLANCE ROLL UP /NAME:WASHINGTON

DC/TEL:703-695-7233/TEL:DSN 225-7233 /EMAIL:SAFE-MEDSURV@NAVY.MIL// GENTEXT/REMARKS/1.

THIS ALSAFE PERTAINS TO NAVY UNITS ONLY.

2. REF A PROVIDED GUIDANCE TO NAVY COMMANDS ON THEIR REQUIREMENT TO COMPLETE AN ANNUAL SAFETY SELF-ASSESSMENT AND TO REPORT RESULTS OF THAT SELF-ASSESSMENT TO THEIR HIGHER HEADQUARTERS. ADDITIONALLY, REF A DELINEATED THE PROCESS AND TIMELINES FOR THE ROLL UP OF SELF-ASSESSMENT DATA TO ECHELON II COMMANDS AND THE ANALYSIS OF THIS DATA BY THE SAFETY QUALITY COUNCIL (SQC) UNDER THE NAVY EXECUTIVE SAFETY BOARD (NESB). THE PURPOSE OF THIS MESSAGE IS TO PROVIDE AMPLIFYING GUIDANCE FOR SELF-ASSESSMENT REPORTING FOR THE FOURTH ROUND BEGINNING IN JANUARY 2015.

3. PER REFS A THROUGH E, NAVY COMMANDS/UNITS ARE REQUIRED TO COMPLETE AN ANNUAL SELF-ASSESSMENT OF THEIR SAFETY PROGRAM TO INCLUDE A REVIEW OF PROGRESS TOWARD IMPLEMENTING THE DEPARTMENT OF THE NAVY SAFETY VISION. COMMAND SELF-ASSESSMENTS SHOULD BE TAILORED TO THE OPERATING ENVIRONMENT OF THE COMMAND AND PROVIDE A HOLISTIC LOOK AT THE COMMAND/UNIT SAFETY, RISK MANAGEMENT, AND SAFETY AND OCCUPATIONAL HEALTH (SOH) POSTURE AND COMPLIANCE WITH APPLICABLE SAFETY PROGRAM REQUIREMENTS OUTLINED IN

REFS B, D, E, F, G, AND H. GUIDANCE ON CONDUCTING UNIT SAFETY SELF- ASSESSMENTS CAN BE FOUND IN REFS D AND E. ADDITIONALLY, A SELF- ASSESSMENT GUIDE IS AVAILABLE ON THE NAVAL SAFETY CENTER WEBSITE

AT: [WWW.PUBLIC.NAVY.MIL/COMNAVSAFECEN/PAGES/OSH/NSAR-INDEX.ASPX](http://WWW.PUBLIC.NAVY.MIL/COMNAVSAFECEN/PAGES/OSH/NSAR-INDEX.ASPX).

4. A COMPREHENSIVE SELF-ASSESSMENT WILL FACILITATE CONTINUOUS IMPROVEMENT IN PERFORMANCE BY MANAGING HAZARDS, MITIGATING RISK, AND IMPLEMENTING ACTIONS TO REDUCE MISHAPS. THE NESB WILL CONTINUE TO LEVERAGE COMMAND/UNIT SELF-ASSESSMENTS TO FULFILL ITS DON SAFETY VISION OVERSIGHT RESPONSIBILITY.

5. ANNUAL SAFETY SELF-ASSESSMENT REQUIREMENT. AS STATED IN REF A, COMMANDS/UNITS SHALL COMPLETE THEIR ANNUAL SELF-ASSESSMENT BY

31 DEC OF EACH CALENDAR YEAR. AS STATED IN REFERENCE H, MEDICAL SURVEILLANCE ASSESSMENT IS REQUIRED AS PART OF THE OVERALL SAFETY SELF-ASSESSMENT. COMMANDS SHALL FORMULATE IMPROVEMENT PLANS FOR EACH IDENTIFIED HAZARD AND DEFICIENCY AND TAKE ALL NECESSARY STEPS TO CORRECT THEM. UNITS SHALL ALSO INVESTIGATE AND SUBMIT HAZARD REPORTS ON HAZARDOUS CONDITIONS THAT HAVE THE POTENTIAL TO AFFECT OTHER COMMANDS IN ACCORDANCE WITH CHAPTER 4 OF REF F OR REF G AS APPLICABLE.

6. REPORTING REQUIREMENTS: COMMANDS/UNITS SHALL REPORT THE FOLLOWING INFORMATION UPON COMPLETION OF THEIR SAFETY SELF-ASSESSMENT:

A. ANY COMBINATION OF, FOR A TOTAL OF FIVE, IN THE AREAS OF:

PROGRAMMATIC DEFICIENCIES AND WEAKNESSES, ROADBLOCKS TO SUCCESSFUL MISHAP PREVENTION EFFORTS, AND WORKPLACE HAZARDS.

ADDITIONALLY, COMMANDS/UNITS SHOULD ALSO REPORT ANY PROGRAM BEST PRACTICES THAT MAY BE BENEFICIAL FOR OTHER COMMANDS/UNITS TO REVIEW AND POSSIBLY IMPLEMENT. THIS INFORMATION SHALL BE REPORTED UP THE ADMINISTRATIVE CHAIN OF COMMAND USING THE STANDARDIZED TEMPLATE THAT HAS BEEN DEVELOPED BY THE SQC AND IS AVAILABLE FROM ECHELON II SAFETY MANAGERS AND THE NAVAL SAFETY CENTER WEBSITE LISTED IN PARAGRAPH 3.

(1) ROLL UP OF TOP FIVE. THE COMPLETED TEMPLATES CONTAINING THE TOP FIVE SELF-ASSESSMENT ISSUES/CONCERNS AND ANY PROGRAM SUCCESSES OR BEST PRACTICES SHALL BE FORWARDED TO THE ADMINISTRATIVE IMMEDIATE SUPERIOR IN COMMAND (ISIC). ISICS SHALL REVIEW AND CONSOLIDATE THEIR SUBORDINATE COMMAND REPORTS INTO A "TOP FIVE" AND FORWARD TO THEIR ADMINISTRATIVE ISIC.

EACH SUBSEQUENT LEVEL IN THE CHAIN OF COMMAND SHALL REVIEW AND CONSOLIDATE SUBORDINATE COMMAND REPORTS UP TO THE ECHELON III LEVEL USING THE STANDARDIZED TEMPLATE.

(2) ECHELON III COMMANDS SHALL REVIEW SUBORDINATE COMMAND SUBMISSIONS AND WILL CONSOLIDATE THEIR TOP FIVE ON THE STANDARDIZED TEMPLATE AND FORWARD TO THEIR ECHELON II NO LATER THAN 28 FEB 2015.

(3) ECHELON II COMMANDS SHALL CONSOLIDATE INFORMATION RECEIVED ON THE STANDARDIZED TEMPLATE AND EMAIL SUBMISSIONS TO THE MESSAGE POC (TOP 5 ROLLUP) NO LATER THAN 15 APR 2015.

(4) ECHELON II COMMANDS WITH SUBORDINATE COMMANDS FOLLOWING VPP SELF EVALUATION TIMELINES THAT REQUIRE ADDITIONAL TIME TO SUBMIT THEIR ECHELON II REPORT SHALL SUBMIT A DEFERRAL REQUEST TO COMMANDER, NAVAL SAFETY CENTER.

B. ROLL UP OF MEDICAL SURVEILLANCE COMPLETION DATA: AS DESCRIBED IN REFERENCE (H) ALL COMMANDS SHALL USE THE CY14 MEDICAL SURVEILLANCE EXAM COMPLETION REPORT SPREADSHEET LOCATED AT [WWW.PUBLIC.NAVY.MIL/COMNAVSAFECEN/DOCUMENTS/OSH/MEDICALSURV](http://WWW.PUBLIC.NAVY.MIL/COMNAVSAFECEN/DOCUMENTS/OSH/MEDICALSURV)

/NAVMEDSURVEXAMCOMPRPT2014.XLSX TO DEVELOP AN ANNUAL REPORT INDICATING THEIR MEDICAL SURVEILLANCE PROGRAM STATUS. DETAILED REPORTING GUIDANCE IS DESCRIBED IN THE SPREADSHEET'S "CY14 INSTRUCTIONS" TAB.

(1) COMMANDS SHALL DEVELOP THEIR EXAM COMPLETION REPORT AND FORWARD TO THEIR ADMINISTRATIVE ISIC. ISICS SHALL FOLLOW THE GUIDANCE IN THE REPORT SPREADSHEET'S "CY14 INSTRUCTIONS" TAB TO DEVELOP A REPORT THAT CONSOLIDATES SUBORDINATE INPUTS AND SHALL FORWARD THE CONSOLIDATED REPORT TO THE NEXT ADMINISTRATIVE ISIC IN THE CHAIN OF COMMAND FOR CONTINUED REVIEW AND CONSOLIDATION.

(2) CONSOLIDATED MEDICAL SURVEILLANCE COMPLETION REPORTS SHALL BE SUBMITTED TO ECHELON III AND ECHELON II COMMANDS USING THE SAME DUE DATES DESCRIBED ABOVE.

(3) ECHELON II COMMANDS SHALL EMAIL CONSOLIDATED MEDICAL SURVEILLANCE COMPLETION REPORT SPREADSHEETS TO THE MESSAGE POC (MEDICAL SURVEILLANCE) BY 15 APR 2015.

7. COMNAVSAFECEN WILL ANALYZE THE SELF-ASSESSMENT DATA, IDENTIFY TRENDS, AND PREPARE A WRITTEN REPORT AND ACTION PLAN TO PRESENT TO THE SQC FOR APPROVAL BY 31 JULY 2015. THE WRITTEN REPORT AND ACTION PLAN WILL PRIORITIZE PROBLEM ISSUES AND WILL CONTAIN DETAILED SHORT AND LONG TERM SOLUTION PLANS AND RECOMMENDED POLICY CHANGES. A BRIEF ON THESE ITEMS WILL BE PROVIDED AT THE FALL 2015 NAVY EXECUTIVE SAFETY BOARD MEETING.// BT

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